

Georgia WIC Program

VENDOR MAIL | Vendor Updates



Office of Vendor
Management

March 2015

Volume 3, Issue 1

As of March 1, 2015 the application submission period is open!



This quarter's application submission period is now open and accepting applications for vendor authorization. Visit the program website <http://dph.georgia.gov/vendor-information> to review the selection criteria and retrieve

required documentation to adequately complete an application. To avoid delays with application processing, please ensure all submitted documentation is complete and accurate.

The current submission period will close **June 30, 2015**. The next submission period is **October 1, 2015 to December 31, 2015**.

To request a replacement vendor stamp, please contact the Office of Vendor Management at 404-657-4470



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Vendor Advisory Forum: March 13, 2015

WE WANT TO HEAR FROM YOU! Join us for the Quarterly Vendor Advisory Forum. The forum will provide an opportunity for Georgia WIC authorized vendors to dialogue with the Georgia WIC Vendor Relations Team. As we work to ensure comprehensive communication, your presence and participation is greatly appreciated. The forum is scheduled for **Friday, March 13, 2015** in the **Bohan Auditorium** located at **DeKalb County Board of Health, 445 Winn Way, Decatur, Georgia 30030**. If you prefer to utilize the phone conference option please dial phone number **1-866-846-3997** and participant access code **909914**. The meeting time will be **10:00 AM to 1:00 PM**.



White Potatoes — Coming to the WIC Approved Foods List Effective April 2015

EFFECTIVE APRIL 1, 2015, NO POTATO RESTRICTIONS

White potatoes (canned, fresh, and frozen) will be allowed as a Cash Value Voucher (CVV) purchase. White potatoes cannot contain added sugars, fats, oils, or seasonings. All vendors will receive updated WIC brochures, posters, written notification, and appropriate training.



CVV wording changes:

Current: \$x for fresh, frozen, or canned fruit and vegetables. **No potatoes except for sweet potatoes or yams.** No products with added sugar, seasoning, fat, or oils. No creamed or candied vegetables.

New: \$x for fresh, frozen, or canned fruit and vegetables. No products with added sugar, seasoning, fat, or oils. No creamed or candied vegetables.

- CANNED | FRESH | FROZEN -

Re-Authorization Training — Expiration of 2-Year Agreements Only



CALLING ALL WIC AUTHORIZED
VENDORS WITH 2-YEAR VENDOR
AGREEMENTS EXPIRING
SEPTEMBER 30, 2015,
RE-AUTHORIZATION TRAINING IS
MANDATORY!

Re-authorization training for all entities with 2-year agreements is required. Vendors will be re-trained on the program's policies and procedures and must successfully pass the post vendor training evaluation. In order to be re-authorized, grocers must demonstrate compliance with established selection criteria.



When banking information changes, please update an **Automated Clearing House (ACH)** form and return a copy to the Office of Vendor Management.

Promotions, Coupons, and “buy one get one FREE”

Any WIC customer must be allowed to participate in in-store or manufacturer promotions that are available to the public. This allowance extends to special promotions on WIC approved food items. Please review the [United States Department of Agriculture Memorandum on Incentive Items, Vendor Discounts and Coupons](#) date February 7, 2014.



Restricting WIC participants from participating in promotions will result in the issuance of a sanction. On the third violation a vendor will be disqualified for six (6) months.

HELPFUL TIP: Please ensure you are comparing the *signature* listed on the WIC folder with the *signature* signed on the voucher to reduce opportunities for fraud and abuse of the WIC Program.

Mandatory Food Sales Submission & Shelf Price Survey



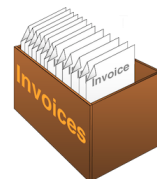
The next Food Sales Submission period will open May 2015. Authorized vendors can complete Food Sales Submissions as well as the Sales and Use Tax (ST-3) data via the State Electronic Notifiable Surveillance System (SENDSS). Vendors are encouraged to submit updated prices for any food item as frequently as the price fluctuates through SENDSS.

Vendors are required to submit the shelf prices for WIC food items carried in each store. Georgia WIC collects shelf prices quarterly. However, the program reserves the right to collect shelf prices at its discretion. If a vendor changes prices, the vendor is required to inform the program of price changes within forty-eight (48) hours of implementation. The vendor should make the changes at <https://sendss.state.ga.us/wicpricing>.

Suppliers and wholesalers may submit formal notice of global price increases to the State Office. The program will address fluctuations proactively.

Infant Formula Invoices

Records of infant formula purchases must be maintained for a minimum of three (3) previous years plus the current year. Only purchase invoices from WIC approved infant formula suppliers and manufacturers are acceptable. The list of authorized manufacturers, distributors, and wholesalers are posted on the Georgia WIC vendor website. Georgia WIC may also require vendors to supply the program with written permission to confirm their infant formula purchase history with suppliers.



Any manufacturer, suppliers, or distributors that are not a part of the approved infant formula supplier list are welcomed to apply!



REMEMBER: Stores in Peer Groups A, B and G are not permitted to redeem vouchers for Special Infant Formula and Medical Foods. Only Peer groups C, D, E, F are permitted to redeem special infant formula and medical food vouchers.

Changes to Business Operations

WIC authorized vendors are required to meet the following mandatory requirement:

⇒ Provide at least twenty-one (21) days advance written notice with effective date of any changes including:

Ownership

Operation

Corporate structure

Management of its business

Closure of business

⇒ If business changes involve the addition of new owners, provide updated documentation for the following modifications:

New Owners

Corporate Officers, Partners, or Affiliates



Important Notes About the Vendor Stamp

VENDOR STAMPS ARE SITE BASED, NON-TRANSFERABLE, AND MUST ONLY BE USED AT THE LOCATION OF AUTHORIZATION

1. Lost, stolen, or damaged stamps must be reported to Georgia WIC immediately.
2. The vendor stamp must be kept in a secure location at all times.
3. Vendors are NOT permitted to reproduce the vendor stamp.

Damaged stamps must be returned to the program and can only be provided by Georgia WIC. Vendors who redeem food instruments stamped with a reproduced stamp may be subject to investigation for fraud and a claim for restitution.

4. Vendors will be held responsible for the unauthorized use of the vendor stamp by their paid or unpaid owners, officers, managers, agents, and employees.
5. If the inkpad dries out, it is the vendor's responsibility to replenish the removable pad.

Vendor are only allowed to replenish the removable pad using black liquid ink that is specifically designed for stamping mechanisms.



6. Food instruments stamped with an unauthorized vendor stamp will not be paid.
7. **The vendor stamp is not transferable to another location or individual.**

Georgia Department of Public Health

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404-657-2900
Customer service hotline: 1-866-814-5468
(toll free within Georgia)
<http://dph.georgia.gov/vendor-information>

Georgia WIC Program Vendor Relations Team

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WELLNESS TIP:

Potato Nutrition Facts

- ⇒ Source of fiber (especially with the skin)
- ⇒ All potatoes contain vitamins and minerals
- ⇒ Best when baked, roasted, or grilled

